

DEPARTMENT OF AUDITS



AUDIT PLAN
PARTIAL FISCAL YEARS 2018/2019
PERIOD JANUARY – DECEMBER 2018

AUDREY ASKEW
DEPUTY CITY AUDITOR

AUDIT PLAN FOR CALENDAR YEAR 2018

The Baltimore City (City) Department of Audits (Department) perform engagements/assignments for and under the direction of the Baltimore City Board of Estimates. The 2018 Audit Plan is designed to satisfy the requirements established by the Baltimore City Charter.

MISSION

The mission of the Department is to provide useful financial statements, reports and recommendations through independent audit and consultative services which will help establish improved accountability to the citizens of Baltimore. This supports the Comptroller's mission of assuring the City is being managed effectively and efficiently.

The principal objects of the Department are to perform audits of municipal agencies and activities, and to audit federal and other specific grant programs conducted or administered by the City. The Department's workload is mandated by Article V of the City Charter, Codes or Ordinances, by state or federal laws, or by Board of Estimates directives.

The Audit Plan is a working document in that the City Auditor is authorized, when deemed necessary in the City Auditor's professional judgment, to amend the Audit Plan. The Audit Plan includes, audits, attestation engagements, and other professional services. All changes to the Plan will be updated on the Comptrollers Department of Audits website.

AUDIT AND ATTESTATION SERVICES

The Department complies with generally accepted government auditing standards when performing audits and attestation engagements. These standards provide a framework for conducting high quality audits and attestation engagements with competence, integrity, objectivity, and independence. The types of audits and attestation engagements performed under these standards include:

- ***Financial Audits***

The Comprehensive Annual Financial Report (CAFR) audit is performed annually to express an independent opinion on the financial statements. Financial audits provide users with statements concerning the reliability of information, and provide information about internal control over financial reporting, and compliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements.

AUDIT AND ATTESTATION SERVICES *(continued)*

- ***Performance Audits***

These audits are conducted to provide an objective analysis to assist management and those charged with governance and oversight to improve program performance and operations, reduce costs, facilitate decision making by parties with responsibility to oversee or initiate corrective action, and contribute to public accountability. Performance audit objectives vary widely and can include assessments of program effectiveness, economy, and efficiency, internal control, compliance, and perspective and analysis.

- ***Attestation Engagements***

Conducted to address a broad range of financial or non-financial objectives. An attestation engagement results in an examination, a review, or an agreed-upon procedures report on a subject matter or an assertion about a subject matter that is the responsibility of another party.

OTHER PROFESSIONAL SERVICES

The Department provides other professional services which may or may not be performed in accordance with generally accepted government auditing standards. These other professional services include:

- ***Pre-Audit Services***

The Pre-Audit advisory services assist the Board of Estimates in making informed decisions about contracts and other procurements prior to execution. The Division is responsible for reviewing various types of contract, change orders and proposals submitted by City Agencies to the Board of Estimates to ensure compliance with City policies.

- ***Investigative Services***

The Department provides investigative services to evaluate and investigate allegations of fraud, waste, and abuse and maintains a HOTLINE as a tool for the confidential reporting of allegations. Investigations are conducted in accordance with Quality Standards for Inspection. Criminal allegations are referred to the appropriate law enforcement authority, the appropriate law enforcement agency, the Comptroller, City management, and upon request.

- ***Audit Requests***

The Department can conduct audits, attestation engagements, or other professional services for individual Board Members, provided the request will not impair the completion of the Audit Plan.

OTHER PROFESSIONAL SERVICES *(continued)*

- ***Agency Audit Requests***

The Department can perform attestation services and other professional services at the request of management to assist in carrying out management's responsibilities. These services may include, but are not limited to, providing technical advice, such as participating committees, task forces, panels, and focus groups. The Department may provide management assistance based on consideration of the impact on auditor's independence and audit plan completion.

INDEPENDENCE DISCLOSURE

Audits performed by the Audit Staff is independent and adheres to the AICPA's independence requirements and GAGAS.

Engagement	Department	Project Description
CAFR	Finance	Annual financial statement audit
2017 Single Audit	Various	Compliance Audit – Due 3/31/18
2018 Single Audit	Various	Compliance Audit – Due 3/31/19
Performance Audits (8)	Law, Human Resources, Transportation, Police, R&P, Planning, Health, MOED	See description above
Agency Audits (8)	Law, Human Resources, Transportation, Police, R&P, Planning, Health, MOED	See description above (Attestation Engagement)
Enoch Pratt Free Library - CAFR	Enoch Pratt Free Library	Annual financial statement audit
Procurement Audit	Purchasing	Procurement Process
Budget Process Audit	BBMR	Budget book process
Accounting (JEs)	BAPS	Manual journal entries
Payroll Process	BAPS	Payroll process across agencies
Treasury (area TBD)	Bureau of Finance	To be determined
Speed/Red Light Camera	DOT	Efficiency of the speed/red light cameras
Youth Works Payroll	MOED	Payroll to Youth during summer of 2017
Recs and Parks (Special Audit)	R & P	Special audit
Death Relief Audit (2 Year Cycle)	Police	Officers who pass away in the line of duty
Health Department – Gift Cards	Health	Grant gift card revenue / expenditures
Police Overtime	Police	Overtime analysis at Police Department
9-1-1	Fire	2016/2017//2018
3-1-1	MOIT	2016/2017

Engagement	Department	Project Description
ABC Grant Audit	External	Audit grant monitoring
Grants Policy – Agencies	Various Agencies	Audit adherence to new grant policy
Audit Status Report	DOA	Annual Summary of Audits
DPW Billings (Process)	DPW/Finance	Water billings

The 2018 Audit Plan is based on a risk based approach used by the Department.

